

# **REQUEST FOR APPLICATIONS (RFA)**

**RFA #GD0-FIG-10**

**District of Columbia  
Office of the State Superintendent of Education**

**Office of Public Charter School Financing and Support**



## **FY 2010 State Charter School State Charter School Facilities Incentive Grant Program**

RFA Release Date: February 19, 2010

Pre-Application Conference: March 3, 2010

Intent to Apply Deadline: March 10, 2010

Application Submission Deadline: March 26, 2010 by 5:00pm

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.**

**FY 2010 State Charter School Facilities Incentive Grant Program  
REQUEST FOR APPLICATIONS**

**TABLE OF CONTENTS**

<b>1. General Information .....</b>	<b>3</b>
1.1. Overview .....	3
1.2. Source of Grant Funding .....	3
1.3. Program Scope .....	3
1.4. Definition of a Public Charter School .....	4
1.5. Eligibility .....	4
1.6. Award Period .....	5
1.7. Schedule .....	5
<b>2. Description of the State Charter School Facilities Incentive Grant Program.....</b>	<b>6</b>
2.1. Allowable Costs .....	6
2.2. Grant Award Payments .....	6
2.3. Funding .....	6
2.4. Uses of Funds .....	7
2.5. Award Decisions .....	7
2.6. Audits .....	7
2.7. Nondiscrimination in the Delivery of Services .....	7
2.8. Post Award .....	7
<b>3. Evaluation Criteria.....</b>	<b>8</b>
3.1. Criteria A: Student Demographics .....	8
3.2. Criteria B: General Facility Financing Needs .....	8
3.3. Criteria C: Project Plan: Goals & Evaluation.....	8
<b>4. Application Requirements .....</b>	<b>8</b>
4.1. Application Submission Guidelines .....	8
4.2. Application Content Overview.....	9
4.3. Description of Application Sections.....	9
<b>5. Attachments .....</b>	<b>12</b>
Checklist for Application .....	22

## **SECTION 1. GENERAL INFORMATION**

### **1.1. Overview**

The Office of Public Charter School Financing and Support (“OPCSFS”), within the DC Office of the State Superintendent of Education (the “OSSE”), is soliciting applications from qualified District of Columbia public charter schools (PCS) in response to the February 19, 2010, published Notice of Funding Availability (“NOFA”).

The OSSE has a range of financial tools to help public charter schools meet facility needs. These tools are available through the Office of Public Charter School Financing and Support (OPCSFS). In FY 2010, these resources are being made available through channels which include: 1) the ongoing Direct Loan/Credit Enhancement Program; 2) various special grants, which in the past has included the Public Facility Financing Grant and City Build Incentive Grants; and 3) this State Charter School Facilities Incentive Grant Program Request for Applications.

Direct Loan/Credit Enhancement are available as “gap financing” for public charter school facility projects which are primarily supported by leveraging the Facilities Allowance to secure private financing and other sources. For more information about the Direct Loan/Credit Enhancement please visit our website at [www.osse.dc.gov](http://www.osse.dc.gov) or contact Ms. Faida Fuller at 202-442-4022 or [faida.fuller@dc.gov](mailto:faida.fuller@dc.gov).

The OPCSFS supports public charter school facility projects that create appropriate, safe, and affordable environments for the provision of high-quality public education. The OPCSFS also supports projects that contribute to the efficient use of public resources and complement other community and economic development efforts.

### **1.2. Source of Grant Funding**

The State Charter Schools Facilities Incentives Grant Program is a discretionary grant from the U.S. Department of Education authorized under section 5205(b) of the Elementary and Secondary Act of 1965 (ESEA) as amended by the No Child Left Behind Act of 2001 (NCLB). The total amount of funding available under this FY 2010 competition is \$1,185,472.

### **1.3. Program Scope**

To minimize some of the financial burden to public charter schools, the District allocates a per-pupil general facilities allowance to public charter schools. However, even with the existing general facilities allowance, schools often still require additional support for capital projects. To enhance the current allocation to eligible charter schools, the U.S. Department of Education has awarded the OSSE funding to help support schools in their efforts to renovate inadequate facilities, finance lease agreements, and purchase real estate that will sufficiently accommodate their students. Under this State Charter School Facilities Incentive Grants Program, public charter schools operating in the District of Columbia that serve a large low-income population and that also provide school choice to communities with struggling schools will be eligible for additional facilities allowance funding through a competitive RFA process administered by the OPCSFS. Under this program, an eligible applicant must meet the Federal Definition of a Public Charter School.



#### 1.4. Federal Definition of a Charter School

A charter school is a public school that meets the conditions identified in P.L. 107-110, Title V, Part B, Section 5202 (The No Child Left Behind Act). A Charter School, in accordance with 1[1]section 5210(1) of ESEA must meet the following conditions: Is a public school that:

- a. In accordance with a specific State statute authorizing the granting of charters to schools, is exempt from significant State or local rules that inhibit the flexible operation and management of public schools;
- b. Is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction;
- c. Operates in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency;
- d. Provides a program of elementary or secondary education, or both;
- e. Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
- f. Does not charge tuition;
- g. Complies with the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and Part B of the Individuals with Disabilities Education Act;
- h. Is a school to which parents choose to send their children, and that admits students on the basis of a lottery, if more students apply for admission than can be accommodated;
- i. Agrees to comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State, unless such requirements are specifically waived for the purpose of this program;
- j. Meets all applicable Federal, State, and local health and safety requirements;
- k. Operates in accordance with State law; and
- l. Has a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school.

#### 1.5. Eligibility

An organization/entity meeting all of the following criteria is eligible to apply for the State Charter School Facilities Incentive Grant funds under this Request for Applications:

- A public charter school, holding a valid District of Columbia charter, with enrolled District of Columbia students;
- Only public charter schools meeting the Federal definition of a charter school are eligible to receive the State Charter School Facilities Incentive Grant.
- A public charter school which will benefit from funds must be in good standing with the Public Charter School Board.
- The school and all related entities must be current with conditions of any previous support received from OPCSFS.

The State Charter School Facilities Incentive Grant consists of two funding components. The total amount of funding allocated to Component 1 is roughly \$794,266, or 67 (%) percent of the total grant, and the amount of funding allocated to Component 2 is roughly \$343,787, or 29 (%) percent of the total grant. Additionally, for this round of funding, only public charter schools that have been open since 2008/2009 school year or longer are eligible

to apply. Schools that, at a minimum, meet Component I eligibility criteria are eligible to apply as long as they can demonstrate facility needs beyond the local per pupil facility allowance.

For Component 1, a public charter school must provide evidence that 65 (%) percent of the school's student population is eligible for the free and reduced lunch program.

For Component 2, schools must meet Component 1 and must also demonstrate that at least 25 (%) percent of its students population reside in areas where the local DCPS schools are identified as in need of improvement, corrective action, or restructuring under the No Child Left Behind Act (NCLB).

This Federal grant is available for schools that can demonstrate that they have facilities and occupancy costs that are unable to be met through the Facilities Allowance alone. Eligible public charter schools that have high rates of students living in poverty may receive additional support if located in communities with schools in need of improvement.

**Individuals are not eligible to apply.**

## **1.6. Award Period**

### **Monitoring and Reporting**

The OSSE will monitor grant recipients through site visits and review of quarterly performance and financial reports. The purpose of these quarterly reports is to demonstrate that substantial progress has been made toward meeting the plans outlined in the grant application.

Timely submission of these interim reports is essential to ensure compliance with State protocol in managing this grant. All applicants are strongly encouraged to review and evaluate their organizational capacity to meet these reporting requirements. Failure to submit timely interim reports may result in delayed award payments and possible suspension of the grant award.

**Each applicant must obligate funds for the project described in their application before August 31, 2010.**

## **1.7. Schedule**

- **RFA Release**  
The Release Date of the RFA is February 19, 2010. The RFA is available both on-line at [www.osse.dc.gov](http://www.osse.dc.gov) and in hard copy at the Office of the State Superintendent of Education, 810 1st Street, NE, 9<sup>th</sup> Floor, Washington, DC 20002.
- **Pre-Application Conference**  
A Pre-Application Conference will be held March 3, 2010 at 810 1st Street, NE, 9<sup>th</sup> Floor, Washington, DC 20002, from 2:00 pm to 4:00 pm. **Applicants are required to attend.**
- **Intent to Apply** – Must be received by OSSE no later than March 10, 2010 by 5:00 pm (*See Attachment D*)
- **Application Due Date** - Applications are due on March 26, 2010 by 5:00 pm. Applications must be delivered to:  
  
Office of the State Superintendent of Education  
Attention: Ms. Faida Fuller, Program Officer for the OPCSFS  
810 1st Street, NE, 9<sup>th</sup> Floor  
Washington, DC 20002
- **Awards Announcement**  
All recipients of grant awards are expected to be notified by April 15, 2010.

- Updates  
Information and updates regarding this RFA will be made available on-line at [www.osse.dc.gov](http://www.osse.dc.gov).
- Contact Person  
Applicants are advised that the Authorized Contact Person for all matters concerning this Request for Applications is:

Name:	Faida Fuller
Title:	Program Officer
Mailing Address:	810 1 <sup>st</sup> Street, 9 <sup>th</sup> Floor Washington, D.C. 20002
Telephone:	(202) 442-4022
Email address:	<a href="mailto:faida.fuller@dc.gov">faida.fuller@dc.gov</a>

Applicants are encouraged to e-mail questions to the contact person listed above.

## **SECTION 2. DESCRIPTION OF THE FACILITY INCENTIVE GRANT**

### **2.1 Allowable Costs**

The State Charter School Facilities Incentives Grant Program is a comparatively flexible program. Eligible schools, as discussed above, may apply to utilize funds for:

- rental payments;
- purchase of a school building and the land that the building sits on;
- construction of a school building;
- renovation of a school facility;
- making leasehold improvements; and/or
- debt service payment on a school facility.

### **2.2 Grant Award Payments**

Payments are disbursed on a reimbursement basis. Quarterly programmatic and fiscal reporting will be considered in distribution of payments.

### **2.3 Funding**

The funds made available under the State Charter Schools Facilities Incentive Grant Program shall be used to supplement, and not supplant, any other Federal, State, or local funds that would otherwise be available to carry out the programs or services identified by the applicant. Funding will be allocated based on the evaluation criteria. The OPCSFS will consider the estimated number of students to be enrolled and benefited during the 2009-2010 school year for each applicant.



## 2.4 Uses of Funds

As a general guideline, refer to the following chart, and please feel free to contact OPCSFS with any questions.

### *Summary of Projects Eligible for the Facilities Incentive Grant*

	<i>Allowed?</i>
Acquisition	<input checked="" type="checkbox"/>
Lease Payments	<input checked="" type="checkbox"/>
New Construction	<input checked="" type="checkbox"/>
Major Renovation	<input checked="" type="checkbox"/>
Minor Renovation	<input checked="" type="checkbox"/>
General facility operating support	<input checked="" type="checkbox"/>
Facility Related Debt Payments	<input checked="" type="checkbox"/>
Systems upgrades	<input checked="" type="checkbox"/>
New resource rooms, labs, athletics, etc	<input checked="" type="checkbox"/>
Feasibility studies, pre-development and other similar "soft" costs	<input checked="" type="checkbox"/>
Support for programming	NO
Mixed use facilities	<input checked="" type="checkbox"/>

## 2.5. Award Decisions

The final decision on awards rests solely with the State Superintendent for Education. After reviewing the applications and receiving the rankings and recommendations of the Review Team, the OSSE shall decide which applicants will be awarded the grants, and the amount of grants awards.

The OSSE reserves the right to request and be provided with additional information, such as financial statements, academic progress data, etc., during the review process and after the award determination has been made.

## 2.6. Audits

At any time or times before final payment and three (3) years thereafter, the OSSE and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documentation audited.

## 2.7. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, or program activity receiving any FY 2010 State Charter School Facilities Incentive Grant.

## 2.8. Post Award

Post-award, the applicant is responsible for the following:

- Submission of a quarterly report and budget detailing the completion status of the above requirements; and
- Submission of a culminating report detailing the completion of the above elements within 90 days of the termination of the grant.

### SECTION 3. EVALUATION CRITERIA

#### **3.1 Criteria A: Student Demographics**

- For Component 1, a public charter school must provide evidence that 65 (%) percent of the school's student population is eligible for the free and reduced lunch program.
- For Component 2, schools must meet Component 1 and must also demonstrate that at least 25 (%) percent of its students population reside in areas where the local DCPS schools are identified as in need of improvement, corrective action, or restructuring under the No Child Left Behind Act (NCLB).

***Applicants must submit Student Roster (Attachment E)***

#### **3.2 Criteria B: General Facility Financing Needs**

- Describe in detail the current conditions of each of the public charter school facilities for which funding is requested.
- Describe in detail current resources available and used for the public charter school's facilities needs at each campus for which funding is requested.
- Identify specific needs for facilities improvement and described the suitability of the improvement in terms of quality, space utilization, amenities, and affordability at each public charter school for which funding is requested.
- Demonstrate a need for facility funding that exceeds the funding allocated through the District's Uniform per Pupil Funding Formula for facilities.

#### **3.3 Criteria C: Project Plan: Goals & Evaluation**

- Provide a description of the project and development team that indicates the applicant's capacity to carry out the project. Please provide a list and resumes of all professionals who will be assisting with the project including design, construction, engineering, legal, finance, etc.
- Clearly identify measurable and unambiguous goals for the outcome of the proposal for improving the charter school's facilities, which are aligned with the allowable uses of the funding.
- Provide the current status of the project and a timeline from conception to completion with stated goals and objectives.
- Provide a clear and detailed plan for the evaluation of progress achieved by the use of the grant funds with a timeline for implementation.
- Clearly address what implementation outcome data will be collected and how it will be collected.
- If the proposal does not involve a facility-related change, clearly state how the current facility will be impacted by the grant funds.

***Applicants must submit the Work Plan (Attachment F)***

### SECTION 4. APPLICATION REQUIREMENTS

#### **4.1. Application Submission Guidelines**

##### **Submission Package**

One printed original of the proposal in a ring binder and one electronic copy saved on a CD or Flash drive (PDF Format is preferred, together with Excel version of the **Attachment B** templates) are to be submitted, clearly marked with the applicant's name and "Application in Response to FY 2010 State Charter School Facilities Incentive Grant Program RFA # GD0-FIG-10". Telephonic, telegraphic and facsimile submissions **will not be accepted.**



Applications should be thorough yet concise. Applications should not be overly complicated or expensive to produce. The Executive Summary is limited to two (2) pages. The Project Description (**Tab Three**) and Project Financial Information (**Tab Four**) may not exceed fifteen (15) pages in total (excluding the **Attachment B** templates). Pages are to be double spaced, 8 1/2 x 11-inch pages. Margins must be no less than one inch; a font size of 12-point is required; Times New Roman recommended. Pages must be numbered for each Tab using the format: (Tab Number- Page number). That is, the first page of Tab Four is 4-1.

Please follow all submission guidelines with absolute fidelity.

#### **Application Submission Date and Time**

Applications are due no later than 5:00 p.m. EST, on March 26, 2010. All applications will be recorded upon receipt. **Applications accepted at or after 5:01 p.m., EST on March 26, 2010 will not reviewed.**

The proposal **must be** delivered to the following location:

Office of the State Superintendent of Education  
810 1<sup>st</sup> Street, 9<sup>th</sup> Floor  
Washington, DC 20002  
Attention: Faida Fuller, Program Officer, Office of Public Charter School Financing and Support

#### **Mail/Courier/Messenger Delivery**

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m. EST deadline on March 26, 2010, at the above location. **The Office of the State Superintendent of Education will not accept applications arriving via messenger/courier service at or after 5:01 p.m. In-person deliveries are strongly encouraged.**

#### **LATE APPLICATIONS WILL NOT BE REVIEWED**

#### **4.2. Application Content Overview**

Applicants are required to follow the format below. The first page of the application must be the Applicant Profile (**See RFA Attachment A**). The application must contain the following information (the requirements and limitations for each section are described within):

- **Tab One:** Executive Summary (*2 page maximum*)
- **Tab Two:** Table of Contents
- **Tab Three:** Project Description (*maximum 15 pages*)
- **Tab Four:** Project Financial Information, Budget Narrative, and Operating Budget -- (*RFA Attachment B Excel templates must be completed*)
- **Tab Five:** Required Appendices
- **Tab Six:** Additional Appendices

#### **4.3. Description of Application Sections**

Please place the Applicant Profile (**Attachment A**) before Tab 1.

### **Tab 1 Executive Summary**

Provide a two-page summary of the proposal including key information about the need the project fulfills, the applicant school, the project site, the project, budget, timeline, and other key information the school believes would be helpful for the review. The proposal summary should highlight the primary program objectives that are discussed in depth in other sections of the application. The Executive Summary should be considered a **separate, stand-alone document** containing all of the relevant information.

### **Tab 2 Table of Contents**

The Table of Contents should list major sections of the application.

### **Tab 3 Project Description**

Please provide a thorough description of all aspects of the project. The *Project Description* shall **not exceed 15 (fifteen) pages** and follow requirements for page formatting above. The *Project Description* will be a primary source for evaluating the proposal on the evaluation categories articulated in **Section 3**. Please ensure that all of those evaluation categories are addressed strategically for short- and long-range (3-5 years) plans and provide any additional information the Review Team and OSSE needs to make a determination of award. Please include the following as described in Section 3:

- a. An explanation detailing the need for additional facilities funding;
- b. A narrative describing the current conditions of the public charter school's facilities;
- c. A detailed plan of how the funds will be used (i.e. purchasing real estate, leasing property, or facility renovations);
- d. A detailed description of the current (SY '09-'10) student demographics that your school serves;
- e. A detailed narrative describing the relationship of the charter school in the school choice component;
- f. A projected timetable for implementing stated goals and objectives from the plan;

The applicant must provide a detailed plan for an evaluation of the progress achieved by the use of grant funds. The evaluation must contain specific outcomes (i.e. cost analysis, license agreements, zoning permits, architectural data, etc.).

### **Tab 4 Project Financial Information**

- Provide a detailed description of how the public charter school will coordinate current facilities funding from local, federal, and private sources with the State Charter School Facilities Incentives Grant Program funding.
- Provide a detailed Project Budget and Financial Narrative that contains a justification for each category listed in the project budget, and clearly states how the applicant arrived at each itemized cost. Narrative shall follow requirements for page formatting above. Applicants should also describe other Sources of Funds for this project and describe the financial gap filled by the proposed grant award. There is no page limit for this narrative section.
- Project Financial Information and Project Budget templates are provided in **Attachment B**. The budget for this proposal shall contain detailed, itemized cost information.
- Complete the Five-Year Facilities/Occupancy Operating Budget. (**See Attachment B**).
- Applicants must demonstrate a need for facility funding that exceeds the funding allocated through the District's Uniform Per Pupil Funding Formula for facilities. Proof that the requested amount will supplement, and not supplant the per-pupil facility allowance (**See Attachment B**).
- Each public charter school must describe its plans to leverage other resources from partners, vendors, and service providers to sustain and further develop operations beyond the grant period.
- Complete the Sources and Uses of Funds. (**See Attachment B**)
- Prepare a Financing Timeline.



- Commitment Letters, Term Sheets, or other supporting documentation from Financial Institutions evidencing the applicant's ability to secure any necessary financing.
- Un-audited (or audited if available) Financial Statement for the fiscal year ending 6/30/09.
- Audited Financial Statements from the most recent two fiscal years.

#### **Tab 5 Required Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Required information is as follows (the OPCSFS reserves the right to request additional information as necessary to complete its review process):

- ***Tab 5A Project Material***
  - **Site Control:** Demonstration of site control for the project.
  - **Project Team:** List and provide resumes for all key personnel, including school and administrative staff, and other professionals participating in the design and execution of the project.
  - **Project Plans:** Floor plans, elevation views, artist's renderings or other graphic representation of the proposed project, if applicable. (It is not anticipated that an applicant will produce renderings for the sole purpose of responding to this RFA. Rather, if a project requires renderings and is at a stage where they are feasible, please provide them as they are useful in reviewing an application.)
  - **Project Cost Documentation:** Cost Estimates and/or Price Quotes from contractors and vendors.
- ***Tab 5B Forms***
  - **Work Plan (See Attachment F)**  
The applicant must include this Work Plan to summarize the first year activities and services described in the narrative.
  - **Component II Student Roster (See Attachments E)**  
To apply for these additional funds, the applicant must complete the Student Roster. The student's name, address, home school, and status of the home school must be identified.
  - **Agreement to Comply with Assurances (See Attachments G)**

#### **Tab 6 Additional Appendices**

Applicant may choose to provide additional information. Additional and ancillary materials included in Tab Six are at the school's choosing. However, OPCSFS and Review Team members will not utilize such material in reviewing and evaluating the application, unless clearly referenced in the Project Description.



## **SECTION 5. ATTACHMENTS**

Attachment A	Applicant Profile
Attachment B	Project Budget and Narrative
Attachment C	Original Receipt
Attachment D	Notice of Intent to Apply
Attachment E	Student Roster
Attachment F	Work Plan
Attachment G	Agreement to Comply with Assurances

**ATTACHMENT A**

**Applicant Profile**

**2010 State Charter School Facilities Incentive Grant Program RFA  
RFA # GD0--FIG--10**

**PUBLIC CHARTER SCHOOL NAME:**

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Grades Served: \_\_\_\_\_

Estimated Enrollment: \_\_\_\_\_

**Applied for**

Amount Requested: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_

**Campus Name and Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT B**

**Project Budget Forms  
2010 State Charter School Facilities Incentive Grant Program RFA  
RFA # GD0--FIG--10**

*Please refer to the separate Excel Templates for Attachment B, Forms 5.0-5.5.*



**ATTACHMENT C**

**Original Receipt**

**FY 2010 Facilities Incentive Grant RFA  
RFA # GD0--FIG--10**

The Office of the State Superintendent of Education is in receipt of

**(Contact Name/Please Print Clearly)**

**(Organization Name)**

**(Address, City, State, Zip Code)**

\_\_\_\_\_  
**(Phone)**

\_\_\_\_\_  
**(Fax)**

\_\_\_\_\_  
**(Project Title)**

\_\_\_\_\_  
**(Amount Requested)**

**OSSE USE ONLY:**

**Please Indicate Time:**

RECEIVED ON THIS DATE        /        /

Received by: \_\_\_\_\_

**LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD**

**ATTACHMENT D**

**Official Notice of Intent to Apply  
(To be received by OSSE no later than March 10, 2010 by 5:00 pm)**

**TO:** Faida Fuller  
Program Officer  
Office of Public Charter School Financing and Support  
Office of the State Superintendent of Education (OSSE)  
810 First Street, NE, 9<sup>th</sup> Floor  
Washington, D.C. 20002  
Direct Phone: 202-442-4022  
Main Number: 202-727-6436  
Fax: 202-727-2019  
[faida.fuller@dc.gov](mailto:faida.fuller@dc.gov)

**RE:** ☐ Please accept this notification that the following *eligible* public charter school intends to apply for consideration of funding under the FY 2010 Facilities Incentive Grant RFA for:

Public Charter School Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT E**

**FY 2010 Facilities Incentive Grant RFA  
RFA # GD0--FIG--10**

**Student Roster**

---

**Office of the State Superintendent of Education  
Office of Public Charter School Financing and Support**

**Student Roster**

**Student Identifier #**

**Student's Address**

**Student's  
Home School**

**Choice  
Status\***

**Total Number of  
Students**

\*SI-School identified as "in need of improvement", "corrective action", or "restructuring" under Title I

\*PD – School designated as "persistently dangerous"



**Attachment F**  
**RFA # GD0--FIG--10**

**FY 2010 Facilities Incentive Grant RFA**

<b>WORK PLAN FOR USE OF FUNDS</b> <i>Duplicate for additional goals.</i>				
<b>Work Plan:</b> For each objective, develop a chronological list of activities. Please itemize budgeted amounts to extent possible.				
Measurable Objectives/ Anticipated Outcomes	Activity	Timeline	Person/Position Responsible	Budgeted Amount

**Attachment G**

**Agreement to Comply with Assurances**

The applicant/awardee shall comply with all applicable federal, state and local laws, rules and regulations and provisions stated therein and herein in the performance of the award should grant funds be awarded. As part of the application requirements, applicant shall sign and submit this form indicating its agreement to comply with the provisions of the application and assurance clauses.

- 1. ASSURANCES**
- 2. LOBBYING\***
- 3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION \***
- 4. ASSURANCES, NON CONSTRUCTION PROGRAMS\***
- 5. GOVERNMENT WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE\***
- 6. CHARTER SCHOOL PROGRAM ASSURANCES FOR SEAs**

**\* Regarding clauses 2, 3, 4, and 5:**

These provisions are required when the award involves federal funds. Applicants shall refer to the regulations cited to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying,"; 34 CFR Part 84, Government-wide Requirements for Drug-Free Workplace (Grants) and 34 CFR Part 85 Government-wide Debarment and Suspension (Non-procurement) and the certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of the State Superintendent of Education determines the award.

The title of the application award opportunity: **State Charter School Facilities Incentive Grant Program**

Project Title:

**Local Education Agency Information**

**Applicant (Legal Name of Agency):**

**Mailing Address:**

**Telephone (Area Code and Number):**

**Name and Title of Federal Programs' Point of Contact:**

**Telephone (Area Code and Number):**

**Email Address:**

I, the undersigned, have read and agree to the applicable assurances and certifications for the federal programs for which the LEA is applying.

The agency named above has authorized me, as its representative, to file these assurances.

_____/	_____/	_____/
Name and Title	Signature	Date Signed

## General Assurances

The applicant hereby assures and certifies compliance with all Federal and local statutes, regulations, policies, guidelines and requirements.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
6. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

## Other General Assurances

**The LEA assures that for each NCLB program included in this application:**

- The LEA recognizes that SEA approval of an application does not relieve the LEA of its responsibility to comply with all applicable requirements;
- Charges for personnel services (payroll) comply with federal requirements, including requirements for proper documentation of payroll records and appropriate time and effort reporting. Salaries and wages of employees chargeable to more than one grant program or cost objective, if applicable, will be supported by appropriate time distribution records;
- Funds will only be used to supplement, and not supplant State and local funds;
- The LEA will have financial management systems, procurement systems, and equipment and inventory management systems that enable the LEA to demonstrate compliance with federal grants management requirements, including the requirement that all expenditures made with federal funds are necessary, reasonable, allocable, and legal; and
- The LEA has read and will comply with:
  - Certification Regarding Lobbying  
<http://www.ed.gov/fund/grant/apply/appforms/ed80-013.doc>
  - Disclosure of Lobbying Activities  
<http://www.ed.gov/fund/grant/apply/appforms/sflll.doc>
  - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions  
<http://www.ed.gov/fund/grant/apply/appforms/ed80-014.doc>
  - Government wide requirements for Drug-Free workplace  
<http://www.ed.gov/policy/fund/reg/edgarReg/edlite-part84a.html>

## Charter School Program Assurances for State Educational Agencies

As the duly authorized representatives of the applicant we, individually and jointly, do hereby certify and agree to:

- Operate in accordance with the District of Columbia School Reform Act of 1995," effective April 26, 1996 (Pub. L. No. 104-134; 110 Stat 1321-107; D.C. Official Code 38-188.01 *et seq.*, is exempt from significant State or local rules that inhibit the flexible operation and management of public schools, but not from any rules relating to the other requirements of this paragraph;
- Is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction;



- Operate in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency;
- Provide a program of elementary or secondary education, or both;
- Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
- Does not charge tuition;
- Comply with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act;
- Is a school to which parents choose to send their children, and that admits students on the basis of a lottery, if more students apply for admission than can be accommodated;
- Comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State, unless such requirements are specifically waived for the purpose of this program;
- Meet all applicable Federal, State, and local health and safety requirements;
- Operate in accordance with State law; and
- Has a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school.

**Checklist for Application  
FY 2010 State Charter School Facilities Incentive Grant Program**

- ☐ The applicant is submitting one (1) original application in a binder with the required tabs and one (1) electronic copy provided on a CD-ROM or Flash drive (PDF Format is preferred, together with Excel version of the **Attachment B** templates). If the applicant fails to submit (1) original application in a binder with the required tabs, the application will not be reviewed.
- ☐ The applicant is submitting the *Project Financial Information* templates, and electronic copies of those templates (**Attachment B**).
- ☐ The Applicant Profile, found in **Attachment A**, contains all the information requested and is the first page of the application.
- ☐ The applicant organization/entity has responded to all sections of the Request for Application and contains all the information and Attachments requested (see page limits within):
  - o **Tab One:** Executive Summary
  - o **Tab Two:** Table of Contents
  - o **Tab Three:** Project Description
  - o **Tab Four:** Project Financial Information and Project Budget
  - o **Tab Five:** Required Appendices
  - o **Tab Six:** Additional Appendices
- ☐ The appropriate appendices, including evidence to show that the applicant has the expertise, experience, resources, and management procedures sufficient to implement the proposed project, can provide project accountability, and other supporting documentation are enclosed.
- ☐ The RFA is submitted in a binder. Applications **must be** clearly identified on the outside of the binder: "Application in Response to FY 2010 State Charter School Facilities Incentive Grant Program RFA # GD0-FIG-10" and the applicant's name.
- ☐ The application is not more than 15 pages in length (excluding identified attachments and appendices) and printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins. Applications that do not conform to this requirement will not be reviewed.
- ☐ The application format conforms to the "Application Requirements" listed in **Section 4**.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, and other supporting documentation are enclosed.
- ☐ The Original Receipt (**Attachment C**) is completed and attached to the outside of the binder.
- ☐ The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of **March 26, 2010**. **Applications received at or after 5:01 p.m. EST, on March 26, 2010, will not be forwarded to the Review Panel. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. Applicants will not be allowed to assemble application materials on the premises of the OSSE. Applications must be ready for receipt by the OSSE.**